



CLARK COUNTY DEPARTMENT of BUILDING & FIRE PREVENTION

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Division:	Building Division - Inspection	Policy & Procedure	BI-PP-022
Subject:	ENTRY OF INSPECTION RESULTS INTO PERMANENT RECORD	Effective Date:	02/22/2000
Code:	N/A	Reviewed Date:	05/26/2015

A. POLICY:

Inspection Division personnel are not authorized to enter inspection results in another person's name. Inspection results shall be entered into the permanent record by computer entry on the day the inspection is performed by the inspector completing the inspection, except when unique situations occur that prevent entry. In all cases, entry of inspection results shall be in accordance with the following procedure.

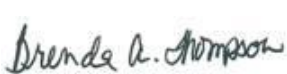





B. PROCEDURE:

1. The results of field inspections shall be entered into the computer on the day of the inspection by the inspector completing the inspection. The inspector shall sign on the computer in their own name, using their secure password to enter the inspection results. Upon completion of entries, the inspector shall sign off on the computer, thereby ensuring security of the system.
2. Office personnel receiving requests to cancel scheduled inspections shall advise the inspector via cell phone. The inspector shall record the inspection result of CA and add the comments in the comment field which identifies the name of the person requesting the cancellation entry and the time of the request for cancellation.
3. In situations or events that prevent inspection result entry by the inspector, such as computer equipment failure, illness, injury or other emergency, the inspector shall notify their supervisor. In situations of computer failure, the supervisor shall retain the records and direct the inspector to make inspection result entry at the earliest time available following correction of the failure. In situations when the inspector being required to leave the work place due to sickness, injury, or other emergency, the supervisor shall make the inspection result entry in the following manner:
 - a. The supervisor shall transfer the inspection request to their names.
 - b. The supervisor shall result the inspections as noted on the ticket by the inspector, and shall include in the comment field the inspector's name that completed the inspection and the date of the inspection.
4. Corrections made to inspection result entry errors shall be made by the inspector that completed the inspection. Corrections that are made one or more days after the initial entry containing the error shall include an entry in the comment field that a correction was made and the date of the entry, such as "Entry correction, 3-5-99." Office staff and supervisors are not authorized to make corrections for the inspector of record.

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Revision History:

POLICY #	TITLE	Effective Date	Revised	Reviewed
1.05.01	Entry of Inspection Results Into Permanent Record	02/22/2000		
1.05.01	Entry of Inspection Results Into Permanent Record		03/09/2004	
BI-PP-022	Entry of Inspection Results Into Permanent Record		07/25/2008	08/15/2008
BI-PP-022	Entry of Inspection Results Into Permanent Record			10/28/2013
BI-PP-022	Entry of Inspection Results Into Permanent Record			07/30/2014
BI-PP-022	Entry of Inspection Results Into Permanent Record			05/26/2015

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